



PROXY STATEMENT FORM

Appointment Time: _____

I, or an authorized representative from my company, will not be able to participate in the Priority Placement Selection for SupplySide West 2019 during my company's scheduled selection time. Therefore, I wish to authorize a SupplySide West show management member to select my company's exhibit space on my behalf.

Proxy Form Instructions:

1. Complete all fields of the Booth Application on page two of this document.
 - a. The amount and type of booth space you select on the application will be used to select your booth for 2019.
 - b. List 3 or more booth preferences on the application.
2. Return the fully-completed form (all pages) to Claire.Webb@informa.com to complete the Proxy application.
3. During your appointed time, a booth will be selected on your behalf by SupplySide West show management (Informa Exhibitions) based on your listed booth size, type, and preferences, as well as booth availability at the time.
 - a. Any preferences listed are not guaranteed to be assigned.
4. After placement, a confirmation email will be sent to the Show Coordinator listed in the contract, which will include your assigned booth space.

My company understands that the Proxy Statement Form is NOT a space reservation form, but is a legal and binding agreement. My company agrees to accept the booth number(s) and location selected on our behalf by SupplySide West show management staff and understands that we are liable for the exhibit space(s) selected. My company hereby releases Informa Exhibitions, its employees and affiliates from any liability.

Once the Proxy Statement and/or Exhibit Space Contract is signed all cancellation policies apply.

Authorized Signature: _____

Print Name: _____

Date: _____

This form must be returned to: Claire.Webb@informa.com



Exhibit Hall: October 15-19, 2019
Mandalay Bay Resort & Casino Las Vegas, NV

Exhibit Application /
Contract

Produced by Supply Side West 2019 (“Show Management” or “we”), a division of Informa Exhibitions, LLC. (“Informa”) By completing and returning this contract, the company identified on this contract form (“you” or “exhibitor”) is applying for exhibit space at the Supply Side West 2019 (the “Show”). Upon written confirmation of acceptance by Show Management and assignment of exhibit space, this contract shall become effective and form a binding agreement between you and Show Management governing the non-assignable license granted to you to use exhibit space for the Show. The agreement formed incorporates (i) the terms and conditions set forth on this contract form and the Additional Terms and Conditions (accessible at <https://engage.informa.com/terms-of-service/exhibit-space/> collectively, “Terms and Conditions”); (ii) the terms, conditions, rules, regulations, compliance, and guidelines set forth in the Exhibitor Services Kit (accessible at <https://west.supplysideshow.com/en/exhibit/exhibitor-resources.html>); and (iii) compliance (accessible at <https://west.supplysideshow.com/en/exhibit/compliance.html>) (iiii) all additional standards, policies and directives (“Policies”) published or provided by Show Management relating to the Show (collectively, the “Agreement”). The foregoing shall control in the following order of priority to the extent there is any direct conflict between or among them: first, the Terms and Conditions, second, the Exhibitor Services Kit, and third, the Policies. Show Management reserves the right to reject any application for exhibit space for any reason.

Account Information											
Company Information		Sales Contact	Show Coordinator Information								
Company Name:		Name:	Name:								
Address:		Email:	Email:								
		Phone:	Phone:								
Business Classes Check all that apply <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Consulting /Service</td> <td><input type="checkbox"/> Contract Analytical Lab</td> </tr> <tr> <td><input type="checkbox"/> Contract Manufacturer /Service Provider</td> <td><input type="checkbox"/> Equipment Supplier</td> </tr> <tr> <td><input type="checkbox"/> Industry Association / Non-Profit</td> <td><input type="checkbox"/> Ingredient Supplier</td> </tr> <tr> <td><input type="checkbox"/> Packaging Supplier</td> <td><input type="checkbox"/> Publisher /Trade Shows</td> </tr> </table>				<input type="checkbox"/> Consulting /Service	<input type="checkbox"/> Contract Analytical Lab	<input type="checkbox"/> Contract Manufacturer /Service Provider	<input type="checkbox"/> Equipment Supplier	<input type="checkbox"/> Industry Association / Non-Profit	<input type="checkbox"/> Ingredient Supplier	<input type="checkbox"/> Packaging Supplier	<input type="checkbox"/> Publisher /Trade Shows
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Fees Schedule											
Quantity (sq.ft.)	Product Information	Price	Totals								
	Linear Booth - Every 100 square feet of booth space includes: back drape, 3’ draped side rails, 7” x 44” ID sign and 4 exhibitor badges. Please enter the number of square feet requested for your booth.	\$71.00 (per sq.ft.)									
	Island Booth - Every Island includes: Square feet and minimum of 16 exhibitor badges. Four badges for every additional 100 square feet thereafter. Please enter square footage with a minimum of 400 sq. ft.	\$79.00 (per sq.ft.)									
	Corner Premium	\$700									
	Package A - 100 square feet of booth space, back wall with custom graphics, counter with custom graphic kick panel, (1) round table, (2) side chairs, (1) stool, (1) wastebasket, carpet, electricity, vacuuming, material handling of exhibit structure, delivery to and from show site and 4 exhibitor badges. <i>Includes booth square footage.</i>	\$13,500.00									

	<p>Package B - 100 square feet of booth space, back wall structure - solid inset wall panels, set-up and removal, (1) graphic header (1) center wall graphic, (6) shelves, (1) stool, (1) wastebasket, lockable welcome counter w/ graphics & locking doors, carpet, (1) Arm light, (2) tracks with (4) lights including electricity, booth vacuuming, material handling of exhibit structure, delivery to and from show site and 4 exhibitor badges. <i>Includes booth square footage.</i></p>	\$15,000.00	
	<p>Package C - 200 square feet of booth space, curved graphic back wall structure with (3) shelves, set-up and removal, (4) arm chairs, (1) round table, (1) wastebasket, lockable welcome counter w/graphics & locking doors, carpet, (5) arm lights including electricity, vacuuming, material handling of exhibit structure, delivery to and from show site and 8 exhibitor badges. <i>Includes booth square footage.</i></p>	\$26,500.00	
	<p>International Exhibitor Insurance (Required) - All International exhibitors (defined as non-U.S. and non-Canadian exhibitors) are required to obtain insurance through Exhibitorinsurance.com, the Show's designated insurance provider and cost will be added to all international exhibitor contracts. This fee will be waived/refunded to international exhibitors if a valid Certificate of Insurance with the required coverages is provided to and approved by Show Management. U.S. and Canadian exhibits may purchase the required insurance through their own carriers or through Exhibitorinsurance.com.</p>	\$185	
<p>50% deposit is due with contract. Balance is due June 07, 2019. After June 07, 2019, full payment is due.</p>		<p>Total Booth Fees</p>	

Booth Preferences (Please list 3 or more)

Please indicate companies you DO NOT wish to be placed near

Billing Information

Billing Address

Payment Information

You will receive an invoice 5-7 business days after the show



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CANCELLATION AND REDUCTION OF SPACE POLICY: Once this contract form is signed by the Exhibitor and exhibit space is allocated to the Exhibitor by show management, the Exhibitor is contracted to the exhibit space. Cancellation requests must be in writing, and agreement by show management to any request for cancellation or reduction of space shall be subject to the following fees: Cancellations and booth downsizes received by June 7, 2019 are subject to a fee equal to 50% of the booth price. Cancellations and booth downsizes received on or after June 8, 2019 are subject to a fee equal to 100% of the booth space. Cancellations will result in forfeit of all exhibitor badges.

We, the undersigned, hereinafter referred to as Exhibitor, do hereby submit our application for the reservation of display space as an Exhibitor at SUPPLYSIDE WEST 2019, subject to all terms, conditions and regulations governing the Expo and its production as set forth in this contract.

Signatures:

Name

Email

Signature

Date